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ABSTRACT

The information and exercises provided in this learning module are designed to help English Composition II students at Yavapai College to acquire advanced library skills. The module contains three lessons. Lesson I, "Dictionaries, Various and Sundry Encyclopedias, and Handbooks," uses examples and exercises from fields such as foreign languages, medicine, music, computer science, economics, social science, and art to introduce the student to the concept of specialized reference tools. Lesson II, covering "Indexes in Literature and the Humanities," requires students to complete exercises using "Humanities Index," "Social Science Index," and "Essays and General Literature Index" to find materials dealing with specified subjects. Lesson III, "Other Literary Sources," introduces the student to the "Modern Language Association International Bibliography" and "Twentieth Century Short Story Explication" by providing exercises that review the formats of the reference works and require students to find citations related to specific topics. Each lesson begins with a brief statement stressing the application of the material to the students' future research needs and is designed to be completed in one to two hours. (KL)

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LSM II

Library Skills Module For English 132

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LSM - II

Library Skills Module

For English 132

Yavapai College Learning Resources Center
Prescott, Arizona
1981

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LIBRARY SKILLS MODULE - COMP. II

A self-paced course in advanced library skills for Composition II students

Lesson 1: Specialized Dictionaries and Encyclopedias

Lesson 2: Indexes in Literature and the Humanities

Lesson 3: Other Literary Sources

The Library Skills Module in English Composition I taught you how to use common library tools. The lessons in Composition II build upon that knowledge and will prepare you for more advanced library research and particularly for the scholarly research unit in English Composition II.

Start right away. The lessons will take one or two hours each, and you are expected to complete at least one lesson per week.

Prepare each assignment carefully and hand it in as soon as you complete it.

LESSON ONE

DICTIONARIES, VARIOUS AND SUNDRY
ENCYCLOPEDIAS AND HANDBOOKS

You may have used unabridged dictionaries and general encyclopedias in the past. Let us now look at some specialized reference works which give definitions, pronunciations, synonyms or foreign language translations.

A. Foreign Language Dictionaries

Foreign language dictionaries are in the title section. If you don't know the title, look in the subject section of the microfilm catalog under such subjects as:

DICTIONARIES - CHINESE
GERMAN LANGUAGE - DICTIONARIES
FRENCH LANGUAGE - DICTIONARIES

Find any two foreign language dictionaries and give the call number of each.

1. Title? _____

   Call Number? _____

2. Title? _____

   Call Number? _____

B. Medical Dictionaries

Use medical dictionaries to clarify those unusual words and phrases our doctors sometimes use. You may find medical dictionaries by looking in the subject section of the microfilm catalog under: DICTIONARIES, MEDICAL or MEDICINE - DICTIONARIES (most are listed here).

Two reliable medical dictionaries are Stedman's and Dorland's. Look up each of the following words and write brief definitions below:

1. **Od**

_____

_____

2. **Fracture**

_____

_____

C. Some Other Specialized Dictionaries

Please look up call numbers of each of the following works and answer the questions. When you know the title of a work, look in the title section of the catalog. If you don't know the title, look in the subject section.

1. Dictionary of Music and Musicians (a multi-volume set commonly called "Groves")

   Call number? _____

   What is **Varsovienne**? _____

   _____

   _____

2. Harvard Dictionary of Music

   Call number? _____

   What does **Handtrommel** mean?

   _____

   _____

3. The Computer Dictionary

   Call number? _____

What is a **Universe**?

_____

_____

4. Dictionary of Economics by Sloan and Zurcher.

Call number? _____

What is a **Mean**?

_____

_____

5. Occupational Outlook Handbook

Call number? _____

This book gives employment and career information. Look up a job that interests you.

What is the job? _____

Where could you find more information about this kind of work? _____

_____

_____

_____

D. Specialized encyclopedias offer comprehensive information on a particular branch of knowledge. Topics are usually arranged alphabetically. "Pl" in the index refers to plates or photographs.

1. Use The Encyclopedia of World Art Ref. N31.E4833 (see the index, Volume XV) to find:

Who painted **Woman with a Coffeepot**?

_____

Where is a picture of **folk art**?

Volume _____ Page _____

Where is the main article about **ceramics**?

Volume _____ Page _____

2. Find the International Encyclopedia of the Social Sciences

Call number? _____

Look through several volumes to get a feel for the topics included and the depth of coverage. Use the index to find answers to the following questions:

Perception?

Volume _____ Page _____

John Cooper?

Volume _____ Page _____

3. Find Man. Myth and Magic; an Illustrated Encyclopedia of the Supernatural.

Call number? _____

Where is an article on:

Reincarnation

Volume _____ Page _____

Omens

Volume _____ Page _____

4. Use the Encyclopedia of Minerals by Roberts, Rapp, and Weber.

Call number? _____

What is the color-luster of **Tundrite**? _____

_____

5. Find the International Encyclopedia of Dogs.

Call number? _____

Go to the shelf and note the variety of small encyclopedias on the same shelf, but on different subjects. List three of them:

1. _____

2. _____

3. _____

LESSON TWO

INDEXES IN LITERATURE AND THE HUMANITIES

Once upon a time there was the Readers' Guide to Periodical Literature Supplement, which became the International Index, which became the Social Sciences and Humanities Index, 1965-1974, which in 1974 was divided into two completely separate indexes.

Now called The Social Sciences Index and The Humanities Index, these indexes cover the more scholarly journals in these broad areas. Members of the Wilson family of indexes, they provide author and subject entries and separate book review sections as does the Readers' Guide. Both are issued quarterly with annual cumulations. All are on Index Tables in the Periodical Room.

While these two reference works index articles in magazines, the Essay and General Literature Index, indexes books and is useful for finding parts of books on a particular subject. (Shelved on an Index Table in the Main Room of the library.)

A. Humanities Index (Index Table, Periodical Room)

Read the "Prefatory Note" in the front of one of the bound volumes of this index.

1. What ten subject fields are covered?

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Now look at the list of abbreviations of periodicals indexed and note that our library underlines the titles to which we subscribe. Although we can't afford to take all these journals, we can get through interlibrary loan, any articles we don't have.

2. List 10 periodicals indexed in Humanities Index which Yavapai College Library has in its collection:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

3. Now look up the following subject, find an article in a journal which our library has. You may need to look in several volumes of the index to find one.

Sinagua Culture

What is the title of the article? _____

_____

The journal? _____

Pages and date? _____

Now find the above article and copy the first three lines of the first paragraph below.

_____

_____

_____

_____

B. Social Sciences Index (Index Table, Periodical Room)

1. In the "Prefatory Note" read the list of subjects covered in this index and list eight of them below.

_____ _____

_____ _____

_____ _____

_____ _____

2. From the table of "Abbreviations of Periodicals Indexed" list 8 periodicals to which we subscribe:

_____

_____

_____

_____

_____

_____

_____

_____

3. Find a citation for an article in a magazine, to which this library subscribes, on the subject, **pumas:**

Title? _____

Journal? _____

Pages and date? _____

Is it illustrated? _____

C. Essays and General Literature Index

Large red volumes containing the cumulations and smaller paperback annual and semi-annual supplements are shelved on the index table near the Xerox in the main reading room of the library.

*** Look in the first large cumulative volume (1900-1933) and read the "Introduction" pages ix-xii.

1. Read the section on **scope.** Essays in what fields are included?

_____

Aside from essays, what has been stressed in this index?

(a) _____ and (b) _____

From the section on arrangement, list the three kinds of entries and tell a little about each.

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

Although Essay and General Literature Index (EGLI) indexes books, it also includes periodical citations if the essay originally appeared in a magazine or journal. So there is a list of abbreviations of periodicals referred to on pages xvi and xvii.

*** Study "Directions for Use" on page xviii. Then look at the "List of Books Indexed" which begins on page 1891.

2. In order to become familiar with this rather complicated process, suppose you want to find an essay on the social democratic party in Germany. What page in the 1900-1930 EGLI lists Social Democratic Party?

_____

Note the citation:

> Crispien, A. Religion a private matter In Davis, J. ed. Labor speaks for itself on religion p. 91-95.

This citation tells you that there is an essay by Crispien entitled "Religion a private matter" in a book by J. Davis. Look at the back of EGLI in the section "List of Books Indexed" for the complete citation for Davis' book. What page is it on?

_____

Now to actually find the essay we must determine if this library has Davis' book. So look it up in the microfilm catalog either by title or by author. Does Yavapai College Library have the book? _____

3. In the EGLI volume for **1975-1979** find an essay on **Fantasy in Literature** in a book which our library has and give:

Title of essay? _____

Author of essay? _____

Book? _____

Author of book? _____

Call number? _____

(You will notice that some of the EGLI volumes have call numbers for the books we own written in the margin of the "List of Books Indexed").

4. In the volume including **1975-1979** find an essay about **Ken Kesay's <u>One Flew Over the Cuckoo's Nest</u>** in a book our library has.

Title of the essay? _____

Book it is in? _____

Pages? _____

Call number of the book? _____

Now go to the shelf, find the book and quote the first two lines of the essay.

_____

_____

_____

_____

_____

LESSON THREE

OTHER LITERARY SOURCES

If you continue in college you may have to write literary criticisms. Or you may want to read what the critics have said about literary works in order to understand them better. The reference works used in this lesson lead to explanatory or critical essays about literature. In each of them there is an author or subject approach in an index which leads to periodicals or books. The procedure is the same as in Lesson Two, Essay and General Literature Index.

A. MLA International Bibliography of Books and Articles on the Modern Languages and Literatures (on an index table in the Periodical Room, dark blue, Ref. Z7006.M64)

1. Three volumes in one, this bibliography contains references to literature throughout the world. Go to the 1978 edition and turn to the title page for Volume I.

   What does it include? _____

   _____

2. There is a blue divider page before Volume II. List four of the languages and literatures contained in Volume II.

   _____

   _____

   _____

   _____

3. Find volume III, after the divider page. What does volume III deal with?

   _____

   Since Volume I will be of most interest to us, please look at the "Table of Contents" for Volume I. Look at the heading for American Literature and list the five general divisions under American Literature.

   _____

   _____

_____

_____

_____

If we were looking for critical articles on Washington Irving, for example, we would look in part 2-Literature of the Seventeenth and Eighteenth Centuries. If we want information about the works of John Steinbeck we look in the fifth section "Twentieth Century". The MLA Author Index at the end of Volume I will not be useful because it lists the authors who have written about literary themes and about well-known authors.

4. Now look at the "Master List of Journals and Series." Again we have underlined in red the journals to which this library subscribes. List 7 which we should have:

_____

_____

_____

_____

_____

_____

_____

5. Now lets try to use this cumbersome but useful work.

Suppose you need information about literature of the American Indian. In the General and Miscellaneous section of American Literature, page **163**, there are headings for types of literature: Afro-American, American Indian, Biography, Drama, etc.

Look under <u>American Indian</u>. Entry **8578** refers to a book by **Peter Farb, <u>Man's Rise to Civilization</u>**. We have this book so if you really needed this information you would look for **Farb's** book in our microfilm catalog.

Now look at entry **9497**:

Who wrote this article?

_____

What periodical is it in? _____

Volume _____ Page _____

Find this article in our periodical collection. Copy the first two lines of the essay here:

_____

_____

_____

6. Now find a critical essay about **Warren's "The Ballad of Willie Potts"**. **Warren** will be listed alphabetically in the 20th century section. Many of the citations are from works this library doesn't have. Look closely and find one from a book or periodical we have.

Entry number? _____

Author of the article? _____

Title of the article? _____

_____

_____

Periodical or book? _____

Volume number? _____

Page numbers? _____

B. Twentieth Century Short Story Explication: Interpretations 1900-1975 by Warren S. Walker leads directly to explications (detailed analyses or explanations) of specific short stories.

The newest edition (green, Ref. Z5917.S5W33 1977) leads to books and journal articles. Some of the library's holdings are marked in "A Checklist of Books Used" which is at the back of the book. Since the library is continually acquiring new books, it is also appropriate to check the microfilm catalog for specific books. For the journal entries check our list of periodical holdings on the open file in the periodical room or the notebook labeled "Periodical Holdings" on the Index Table in the Main Room.

1. See pages 743-746 of Twentieth Century Short Story Explication for works by Mark Twain and look for an analysis of his "The Story of the Old Ram." Note that there is an article in College English 1946, pp. 302-312. If we check the periodicals list we find that Yavapai College Library subscibes to College English but, unfortunately we have it only back to 1963. We would have to get this through interlibrary loan.

2. Now, on you own, find a periodical essay about **Saul Bellows "A Father-to-be"**. Keep looking until you find one that this library has. Give the citation here:

   Author? _____

   Article Title? _____

   _____

   Periodical Title? _____

   Volume _____ Year _____ Pages _____

Other similar books of explication such are:

Poetry Expication. Ref. Z2014.P7K8
English Novel Explication. Ref. Z2014.F5P26

These books have the same format and the same kind of usefulness as Short Story Explication.

Reference works which help you find plays or short stories in collections are: The Play Index, Index table (Ref. Z3781.P53); Short Story Index, Index table (Ref. Z5917.S5C6); Ottemiller's Index to Plays in Collections (Ref. Z5781.O8); and the The Chicorel Indexes.

* * * * *

Don't forget the Microfilm Catalog as a source for books about authors and their works. Look in the subject section of the catalog under the author's last name:

ABBEY, EDWARD

EMERSON, RALPH WALDO

KESEY, KEN

MOORE, THOMAS

WEST, MORRIS

* * * * *

The next time you research, plan a strategy, a systemic method of looking for imformation about a subject. List four places you would look for imformation on "Art and Literature".

1. _____

2. _____

3. _____

4. _____